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This supplement applies to all assigned, attached, associate and satellite units.

SUMMARY OF REVISIONS

Update office names and symbols. A bar (|) indicates revision from the previous edition.

AFMAN 23-110, Volume 2, Part 2, Chapter 2, is supplemented as follows:

2.1.1. All references to Chief of Supply (COS) are renamed Logistics Readiness Squadron (LRS) Commander. All references to the Deputy Chief of Supply (DCOS) are renamed Director of Operations (DO).

2.3.2.1. (Added) The 374th Logistics Readiness Squadron Customer Support Section (374 LRS/LGRSC) and the 374 LRS One Stop Shop (374 LRS/LGRSC) are aligned under 374 LRS Management and Systems Flight (374 LRS/LGRS).

2.4. The 374 LRS Readiness Element (374 LRS/LGRRR) will operate the Unit Control Center (UCC) during exercises and real-world contingencies.

2.6.1. The 374 LRS/LGRRR will perform these wartime responsibilities.

2.7.2. The 374 LRS/LGRRR will maintain deployment plans.

2.7.5.1. The aircraft sustainability module (ASM) will be managed by the 374 LRS Aircraft Parts Store (APS) (374 LRS/LGRDMA).

2.8.5. The Customer Support Section will coordinate meeting schedules and conduct customer service visits with their key customers at least twice a year. They are also responsible for recording meeting minutes, producing an internal report within 5 workdays of the visit, tasking open items to applicable flights with a 10-day suspense and providing answers in a final report to the respective squadron commander no later than 15 days after the visit. File all correspondence regarding customer visits in the Customer Support Visit Handbook located in the Customer Support Section.

2.11.1. Use duty title of Superintendent for MSgt and SMSgt in positions of flights chiefs, for all other noncommissioned officer in charge (NCOIC) in section or element leadership positions.

2.15.5. The 374 LRS Commander Support Staff (CSS) (374 LRS/CCQA) is aligned under the 374 LRS Squadron Section (374 LRS/CCQ) and each flight operates administration processes.

2.20.1. The 374 LRS/LGRS no longer includes the Readiness Section. It is aligned under the 374 LRS/LGRRR. The 374 LRS Maintenance Supply Liaison (374 LRS/LGRSC) is aligned under the 374 LRS/LGRS.

2.22.3. **At the option of 374 LRS Commander (374 LRS/CC):** Wartime planning and mobility management is transferred to the 374 LRS/LGRRR.

2.60. NOTE. The Demand Processing function is aligned under the Customer Support Section One Stop Shop.

2.24.13.4. (Added) The 374 LRS/LGRSC manages the Outgoing Clearance Program. Individuals permanent change of station (PCS) or retiring will clear the 374 LRS/LGRSC, and 374 LRS War Readiness (374 LRS/LGRRW) for out-processing approval.

2.27.19.8. The supply interface system (SIFS) transaction history and status report will be monitored at Pacific Air Forces Regional Supply Squadron (PACAF RSS).

2.28.2.6.2. The 374 LRS/LGRSC duties: The 374 LRS/LGRSC will manage the due-out validation program and handle Defense Reutilization and Marketing Office (DRMO) withdrawals.

2.28.3.2.2. The 374 LRS Inbound Element (374 LRS/LGRDCI) and the 374 LRS Customer Support Section (374 LRS/LGRSC) will work together along with base contracting to resolve local purchase adjustment status and local purchase receipt problems.

2.29.1.1. The 374 LRS Equipment Management (374 LRS/LGRSCE) duties: The Equipment Liaison Office will process equipment authorization in-use detail (EAID) equipment issues and route turn-ins to the 374 LRS Cargo Movement (374 LRS/LGRDC). They query the standard base supply system (SBSS) to verify equipment details are correct on the turn-in document and review AF Form 601, **Equipment Action Request**, and AF Form 2005, **Issue/Turn-In Request**.

2.29.2.3. The 374 LRS Equipment Management (374 LRS/LGRSCE) query the SBSS to verify equipment details are correct on the turn-in document and review AF Form 601.

2.29.7. The 374 LRS/LGRSC will provide custodians with clearance letters after the 374 LRS/LGRSC validates the list of outgoing custodians.

2.29.8. The 374 LRS Customer Support Section (374 LRS/LGRSC) will process non-equipment authorization inventory data (NON-EAID) (NF1) items.

2.30.7. Flight administration specialists will perform these duties. The squadron technical administrator will provide training and assist when needed.

2.40. The following local procedures apply to the control, documenting and processing of special interest items (SII) at base level.

2.40.4.1. (Added) Upon receipt of SII, the squadron SII monitor in the 374 LRS/LGRSP will forward it to each affected flight with suspense to reply. Flights will evaluate their areas, report their findings and take corrective actions.

2.40.4.2. (Added) The squadron SII monitor will utilize the section suspense program to ensure timely replies are received and corrective actions are completed.

2.40.4.3. (Added) Once replies are received, the squadron SII monitor will review them for completeness and accuracy and prepare a memorandum for the 374 LRS/CC's concurrence or non-concurrence and signature.

2.40.4.4. (Added) A copy of the SII, all replies and the 374 LRS/CC's signed memorandum will be filed in the squadron SII monitor's handbook for as long as they remain active. Inactive SIIs will be filed in the handbook for 1 year.

2.43.2. Local procedures for incoming supply discrepancy report (SDR) management (SF Form 364, **Report of Discrepancy [ROD]**) are as follow:

2.43.2.1. (Added) Upon receipt of an SDR, the squadron monitor in the 374 LRS/LGRSP will assign the SDR a control number and forward a copy of the SF Form 364 to the 374 LRS Distribution Flight (374 LRS/LGRD) with suspense for action. The 374 LRS delegated authority (374 LRS Storage Element [374 LRS/LGRDMS]) will research and evaluate the problem, take corrective action and record and report their actions to include preventive measures to the squadron monitor. Follow up on items with a dollar value greater than $100 for non-Department of Defense (DoD) activities and greater than $250 for DoD activities.

2.43.2.2. (Added) Once a response is received, the squadron monitor prepares a memorandum for the 374 LRS/CC or DO approval and signature.

2.43.2.3. (Added) The squadron monitor will forward the response to the initiator and file the completed SDR for 1 year.

2.50.4. The 374 LRS/LGRSP will accomplish an analysis of incoming SDRs quarterly.

2.50.5. The 374 LRS/LGRSP will perform an M16 analysis upon the 374 LRS/CC's request.

2.50.6. The 374 LRS/LGRSP will perform analyses of customer complaints as required.

2.50.9. The 374 LRS How Goes It briefing satisfies the management analysis program requirement.

2.55.8. The 374 LRS Training Section (374 LRS/LGRST) will act as the unit's weighted airman promotion system (WAPS) monitor for Air Force Specialty Code (AFSC) 2S0X1, 2S0X2, 2F0X1, 2T3XX, 2T1X1, 2T2X1, 2T0X1, 2A7X4, 2G0X1, 3A0X1 and 3S0X1. However, they will not establish a WAPS library; instead, each individual will receive and maintain their own WAPS material. The 374 LRS Systems Management (374 LRS/LGRSS) personnel will maintain the respective manuals related to computer operations.

2.55.8.1. The 374 LRS Fuels Training Element (374 LRS/LGRFM) will act as the 374 LRS Fuels Management Flight (374 LRS/LGRF) WAPS monitor and maintain fuels-related WAPS material. Refer to AFI 23-201, *Fuels Management*.

2.62.3.3. The automated stock number user directory (ASNUD) program will be used in place of the stock number directory (M14/NGV814).

2.63.3.3. The 374 LRS/LGRDMA personnel will process new item record loads pertaining to their respective sections.

2.63.9. The 374 LRS Flight Service Center (374 LRS/LGRDMF) will manage the materiel and quality deficiency report (MDR/QDR) responsibilities. It will include turn-in, location and shipment processing.

2.65.3.2. Use Option 2 for management of the mobility readiness spares package (MRSP) owned by tenant units. Specific responsibilities will be outlined in the host and tenant support agreement.

2.65.10.   The APS personnel will monitor shelf life items for MRSP and in-place readiness spares packages (IRSP). Refer to AFMAN 23-110, Volume 2, Part 2, Chapter 26, *War Reserve Materiel*. The 374 LRS/LGRDMS Superintendent will ensure the APS personnel are trained on these inspection responsibilities.

2.73.2.2.1. (Added) Technical Orders (TO) will not be reconciled with supported organizations.

2.73.8.   The 374 LRS/LGRSP will conduct warehouse surveillances of all 374 LRS storage activities to include hazardous material (HAZMAT) assets on an annual basis.

2.74.1.   The 374 LRS/LGRDCI will process activity code P, non-EAID serviceable turn-ins in accordance with (IAW) AFMAN 23-110, Volume 2, Part 2, Chapter 13/374 AWSUP1, *Turn-In Procedures*, paragraph 13.36.

2.75.6. (Added) The Pickup and Delivery Section has been realigned under the 374 LRS Vehicle Operations Section (374 LRS/LGRVO).

2.76.2.5. (Added) The 374 LRS Storage and Issue Superintendent will act as the Wing Precious Metal Recovery Program Manager.

2.77.7. (Added) Bench Stock duties: The 374 LRS/LGRSC will accomplish all bench stock management duties with the exception of updating placards; the 374 LRS/LGRVO will move property, control all auditable documents and update placards with information provided by the 374 LRS/LGRSC.

2.82.2.3.   The 374 LRS Fuels Administration Element (374 LRS/LGRF) will establish a Publication Distribution Office to maintain fuels-related technical publications.

Figure 2A1.2. The 374 LRS Organization Chart.
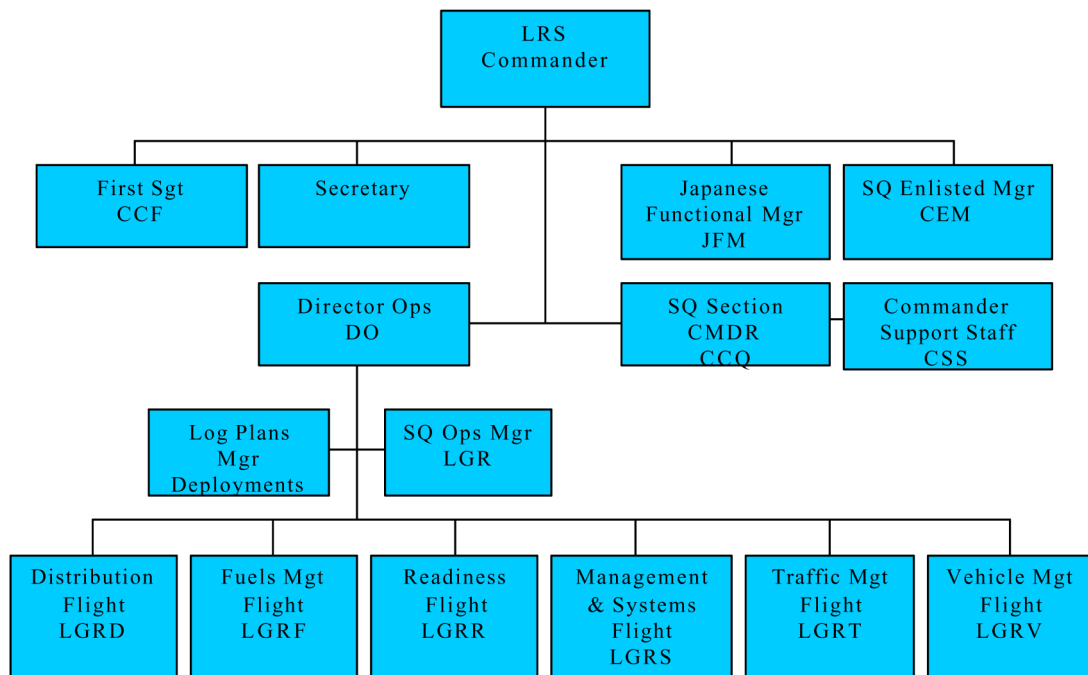
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